



## **STUDENT FINANANCIAL ASSISTANCE SOLUTION ACQUISITION PROJECT MANAGEMENT POLICY**

### **1. Policy Statement on Solution Acquisition Project Management**

The purpose of Solution Acquisition Project Management is to manage the activities of the project office and supporting organizations to ensure a timely, efficient, and effective software acquisition.

Project Management involves planning, organizing, staffing, directing, and controlling project activities, such as determining project tasks, estimating solution effort and cost, scheduling activities and tasks, training, leading the assigned personnel, and accepting products and services. Project management begins when the project management activities are identified and assigned, and terminates when the acquisition is completed.

Project Management shall be in place on all projects acquiring products and/or services from a contractor or subcontractor in accordance with the SFA Solution Life Cycle (SLC).

### **2. Responsibilities**

#### **Executive Sponsor (Senior Management) will**

- ☐ Establish and implement the PM policy; and
- ☐ Provide adequate resources, funding and training to perform PM activities; and
- ☐ Review project management performance and results on a regular basis.

#### **SFA Project Manager will**

- ☐ Be assigned responsibility for project management activities;
- ☐ Ensure that project management is initiated at the inception of the project;
- ☐ Select/define methods for tracking, managing and reporting:
  - ☐ Project Performance/Execution/Status
  - ☐ Cost (funding and expenditures)
  - ☐ Schedule
  - ☐ Risks
  - ☐ Issues
  - ☐ Corrective Actions
  - ☐ Project Changes;
- ☐ Ensure that requirements are used as the basis for planning the acquisition project;

- ❑ Ensure that commitments are coordinated among the affected managers.
- ❑ Negotiate and document the involvement of other affected groups in the acquisition activities.
- ❑ Review all project commitments made to individuals and groups external to the organization.
- ❑ Manage and control the project's solution acquisition plans.
- ❑ Establish a corrective action system that is used by the project team to record problems and issues.
- ❑ Define project management work products subject to be managed and controlled;
- ❑ Plan for and review project management performance and results on a weekly or as needed basis.

**Acquisition Team/IPT will**

- ❑ Perform assigned project tracking activities.